

Waukesha County Communications (WCC)
Dispatch Operations Commission
Meeting Agenda & Summary Notes

Chair – Donald Wiemer

Co-Chair – John Dahms

Commission Members

Greg Jezak, Dick Manke, Steve Marks, Matt Pinter, Scott Taubel and Daniel Tushaus

Meeting Date: 1-10-05 **Time:** 13:00 – 15:00

Location: Waukesha County Communications

Present: John Dahms, Matt Fenning, Donn Hoffmann, Greg Jezak, Jeff Johnson, Steve Marks, Chuck Moranchek, David Reid, Scott Taubel, Richard Tuma, Daniel Tushaus and Don Wiemer

Absent: Dick Manke, Matt Pinter

Meeting Agenda

Topics(s) To Be Discussed:

1. Approval of December 13th 2004 minutes
2. Election of Chair and Co-Chair for 2005
3. System Update
4. Protocols Committee Recommendations
5. Computer Aided Dispatch (CAD) Topics
6. Agenda Items for Next Meeting
7. Meeting Adjournment

Summary Notes

1. December 13th 2004 mtg. minutes approved. Motion made by Chief Dahms seconded by Chief Wiemer and unanimously approved by the Dispatch Operation Commission members.
2. Election of Chair and Co-Chair for 2005.
By protocol precedent, commission members approved the transition of the position of Chair, from Chief Greg Jezak to Chief Donald Wiemer, effective January 10, 2005. Second, a motion was made by Chief Wiemer, seconded by Chief Tushaus and unanimously approved by Commission members to appoint Chief John Dahms as Co-Chair, effective January 10, 2005.
Commission members and attendees congratulated Chief Jezak for his guidance and leadership as Commission Chair in 2004.
3. System Update
 - A. Phase VI municipalities (Villages of Big Bend, Butler, and the Town of Lisbon PD's are scheduled for conversion to the Spillman System 8:00am February 1st.
 - B. City of Brookfield
Conversion activities are in motion for the February 21st Dispatch and Law Records conversions. Meetings with IS and WCC staffs are scheduled to begin the week of January 10, 2005. Note. Law records data conversion processing began in August. Over the upcoming weeks, several tasks will be occurring at the WCC in preparation for the City's dispatch conversion; training of dispatchers, test 'hot' back-up contingency plan, continue the retrofitting of the former Sheriff's dispatch room, etc.

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- C. City of Oconomowoc
County Executive Daniel Finley, via a letter, asked the city to make its decision by April 30th whether or not it would become a WCC participant.

- D. Village of Elm Grove
1/10 – Richard Tuma will meet with the village administrator the week of January 10th to discuss the feasibility of the WCC acting as the village's backup dispatch operation.

4. Protocol Committee Recommendations & Updates

Technology Protocols Committee – N/A

Police Protocols Committee

- CAD Issues. Richard Tuma presented a summary of 5 CAD issues and agreed upon workarounds, as presented, to Police Protocol Committee December 23, 2004. Refer to e-mail document titled, 'CAD Issues From Last Protocols Meeting – Updated 12/29, 1/5 and 1/7'.
 - Issues 'A' and 'C'. A motion was made by Chief Tushaus, seconded by Joe Amodeo and unanimously approved by Police Protocol Committee members to accept the workaround as described, by WCC Management.
 - Issue 'B'. Per WCC Management, WCC and WSD re-did the Sheriff's 'response plans' improving the accuracy of the CAD recommendations. Note. The protocol committee required no action.
 - Issue 'D'. A motion was made by Joe Amodeo, seconded by Chief Tushaus and unanimously approved by Police Protocol Committee members to accept the 2nd option, as described, on page 3 titled, 'Another Option'.
 - Issue 'E'. A motion was made by Chief Tushaus, seconded by Joe Amodeo and unanimously approved by Police Protocol Committee members to accept the workaround as described, by WCC Management.Motion made by Chief Tushaus, seconded by Chief Dahms and unanimously approved by Commission members.

Fire/EMS Protocols Committee

- Establishment/Setup of Concrete Units and Recommended Units
On December 23rd 12/23 a motion was made by Deputy Chief Johnson, seconded by Chief Hoppe and unanimously approved by Fire/EMS Protocol Committee members to proceed with the establishment/setup of Concrete Units and Recommended Units and, that the City of Brookfield would be the first department to be addressed, tentatively, followed by City of Pewaukee. The committee would decide the prioritization of the other departments. An implementation schedule would be developed, accordingly, with follow-up commentary from deputy Chief Jeff Johnson. Motion made by Chief Dahms, seconded by Chief Jezak and unanimously approved by Commission members for the establishment/setup of 'Concrete Units and Recommended Units' as described above.

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5. CAD Topics
 - WSD Cold Site (in-progress) – Radio Services would begin reconfiguring equipment in the former WSD dispatch room the week of December 13th. After which, IS would install new PC's alike the WCC configuration.
6. Agenda Items for February 7th
 - Phase VI Conversions – update.
 - Commission approval – City of Brookfield, FD/EMS and PD, February 21st dispatch and law records conversions.
 - Claiming a Car Killed Deer (SOP)
7. Meeting Adjournment. Motion made by Chief Johnson seconded by Chief Tushaus and unanimously approved by Dispatch Operations Commission members to adjourn the meeting at 13:25.

Handouts

- Fire & EMS Issues, dated January 7, 2005 (e-mail attachment)
- Police CAD Issues, dated January 7, 2005 (e-mail attachment)

Presentations – N/A

Requested Attendees – N/A

Requested Documents:

- Draft letter to agencies regarding the viewing of CAD Calls and Radio Log information (Richard Tuma and Donn Hoffmann)
- Draft document outlining the criteria necessary for the WCC to act as a backup center for another municipality.

Next Scheduled Meeting:
Waukesha County Communications
Monday February 7, 2005
Time: 13:00 to 15:00

Minutes approved by:

Name: _____
Commission Chair/Co-Chair

Signature: _____

Date: _____